



Six or Twelve Month AmeriCorps Service Term
NOTE: Position is term limited and grant funded

Tennessee Department of Environment and Conservation

Environmental Literacy Coordinator

Division of Tennessee State Parks, Bureau of Parks and Conservation

Salary: \$10.00/Hour for 37.5 Hour Week + Educational Stipend

Position Located In Downtown Nashville Office

About the Tennessee Department of Environment and Conservation (TDEC)

The department is responsible for:

- Safeguarding the health and safety of Tennessee citizens from environmental hazards;
- Protecting and improving the quality of Tennessee's land, air, and water, and
- Managing the system of 56 Tennessee State Parks and 85 Natural Areas

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from dedicated fees and state parks revenue, federal sources, and the state general fund. The department is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

Summary & Distinguishing Features

The Environmental Literacy Coordinator will function as the lead project coordinator for the Tennessee Environmental Literacy Plan, an educational initiative that aims to improve access to opportunities in environmental education for students and teachers in the state of Tennessee. This position will require collaboration with other staff members within Tennessee State Parks and TDEC, as well as other state departments, and independent stakeholder groups.

This position is term limited and grant funded.

Educational stipend is available upon completion of six month term.

Duties and Essential Functions

The Environmental Literacy Coordinator's primary responsibilities include:

- Perform administrative tasks related to the implementation of the Tennessee Environmental Literacy Plan.
- Coordination of stakeholder groups.
- Organization of workshops and teacher trainings.
- Writing and editing mass communication and outreach materials.

Competencies

- Personality and communication skills conducive to work in public service required. Need to be comfortable speaking in front of diverse audiences.
- Writing skills as applied to organizing information, completing reports, and generating newsletter.
- Candidate must be a self-starter and able to complete tasks with minimal supervision.

Qualifications

Recent college graduate with a bachelor's degree in general life sciences, environmental science, natural resource management, public policy, public health, or other related areas of study. A sound knowledge of or willingness to learn about the natural and cultural history of Tennessee is required. Candidate should show a proven interest in learning about educational and environmental policy.

All interested candidates should submit resume and cover letter to Nancy Dorman, Program Manager, Tennessee State Parks, via email (**Nancy.Dorman@tn.gov**). The position will remain open until filled. Additional questions regarding the position should be sent to Nancy.Dorman@tn.gov.

Nancy C. Dorman, Program Manager, Tennessee State Parks

Tennessee Department of Environment and Conservation

William R. Snodgrass TN Tower, 2nd Floor

312 Rosa L. Parks Avenue

Nashville, TN 37243

TDEC is an AA/EEO/ADA equal opportunity employer.